

Confidentiality of student information

Confidentiality is connected to integrity. Although faculty must at times allude to other children in discussing classroom social matters with parents, they should never make any negative comments about another child. In addition, it is important that children's records be released only to those who are legally entitled to see them. We have a full Data Protection policy which is kept in our policy file in the school office. These are the main points regarding student information:

No information about students will be given to any person unless a written request from a parent, a guardian, or an authorized agency has been received. No agency is authorized without signed parental consent or a signed court order.

Parents shall be allowed access to their own children's academic files.

MCIS International School confidentiality statement:

MCIS International School and its students' parents expect the highest level of discretion by staff, parents and children in regard to confidential information, files or personal data on the children. Conversations and behaviour must reflect this level of discretion.

In addition, as a result of your employment at MCIS, you may acquire and have access to confidential information belonging to MCIS of a special and unique nature and value, relating to such matters as MCIS's financial information, data, records, reports, donor lists and legal matters.

As a condition of employment. MCIS asks that you agree that all such information is the exclusive property of MCIS and that you will not at any time divulge or disclose to any one, except in the responsible exercise of your job, any such information whether or not it has been designated specifically as "confidential."